

**Town of Williamsport  
Mayor & Council  
Regular Meeting  
October 12, 2009**

A Regular Meeting of the Town of Williamsport Mayor & Council was held on October 12, 2009 at the Williamsport Town Hall in Williamsport at 7:00p.m.

Those in Attendance were:

Mayor James G. McCleaf II  
Assistant Mayor Anthony Drury  
Councilman James Kalbflesch  
Councilwoman Joan Knode  
Councilwoman Tearza Knode  
Councilman Timothy Fraker  
Councilman Monty Jones  
Town Attorney Edward Kuczynski

Also Present: Donnie Stotemyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order.

Mayor James G. McCleaf II asked all in attendance to stand for a moment of silence followed by the Pledge of Allegiance.

A motion was made by Councilman Jones , seconded by Councilwoman T. Knode to accept the minutes of the September 14, 2009 Regular Meeting, minutes of the September 29, 2009 Special Meeting, the minutes of the October 5, 2009 Code Enforcement Meeting, the October 5, 2009 Workshop and the minutes of the October 8, 2009 Emergency Meeting, with all voting in favor, motion carried.

A motion was made by Councilman Kalbfleisch, seconded by Assistant Mayor Drury, to accept the Financial Report for September 2009 as presented, with all voting in favor, motion carried.

Town Clerk Donnie Stotemyer, presented the proposed budget amendment:

**Overview:** To increase general fund revenues and related expenditures for grant activity in FY 2009, not previously included in the original budget.

**Detailed Summary:**

Grant revenue	37,039.91
Capital outlay - Highways	37,039.91

- To record grant reimbursement from State Highway Administration for alley overlay and associated costs.

Grant revenue	65,104.00
Capital outlay - Parks	65,104.00

- To record grant reimbursement for Park Road extension and associated costs.

Grant revenue	75,002.00
Capital outlay – Parks/Recreation	75,002.00

- To record grant reimbursement for Pool improvements and associated costs.

Grant revenue	64,297.00
Capital outlay – Parks	64,297.00

- To record grant reimbursement for Playground equipment and associated costs.

Grant revenue	19,999.86
Capital outlay – Parks	19,999.86

- To record grant reimbursement for park benches and associated costs.

A motion was made by Councilman Jones to adopt Budget Amendment 2009-04 as presented, seconded by Assistant Mayor Drury with all voting in favor, motion carried.

### **Guests**

Mayor James G. McCleaf introduced Mr. Travis Adams of Thrasher Engineering to review with the Mayor and Council the recently submitted bids tabs for MDE Water/Sewer Projects #3 and #5. Mr. Adams reviewed with the Mayor and Council the bid tabulation sheet for Project #3 they are as follows:

W.F. Delauter & Sons Inc.	695,376.27
Charles E. Brake Co., Inc.	752,150.00
Gantts Excavating	973,207.00
Snyder Environmental	1,085,200.00
Ross Contracting, Inc.	1,200,303.00
Gold Diggers, Inc.	1,249,625.00
Wastler Construction	1,369,209.00
Henson & Son, Inc.	699,838.125.75

Mr. Adams then reviewed with the Mayor and Council the bid tabulation sheet for Project #5 they are as follows:

Snyder Environmental	282,175.00
Huntzberry Brother, Inc.	298,900.00
Heritage Contracting	299,988.00
Ross Contracting, Inc.	349,530.00
Beaver Mechanical Cont.	413,475.00

In regards to Project 3 Mr. Adams recommended that the Mayor and Council accept the low bidder, W.F. Delauter and Sons Inc., and in regards to Project 5 he recommended that the Mayor & Council accept the bid from Snyder Environmental. Mr. Adams stated that Thrasher Engineering had worked previously

with both of these companies and they were both reliable. Mayor McCleaf informed the Council that at the November 2, 2009 Workshop he would be reviewing the debt service incurred from MDE and USDA in regards to these projects.

### **Correspondence**

Mayor James G. McCleaf II read a thank you card from Mary Carlisle for the balloon arrangement that was presented to her for her 105<sup>th</sup> birthday party held at Homewood Retirement Village in Williamsport MD.

Mayor James G. McCleaf II read a thank you card from Brandon Yamashita thanking the Mayor for attending a recent meeting of the Boy Scout Troop #17 of Williamsport.

### **Reports**

Councilman Jones gave the Sheriffs report for August and September 2009.

Mr. Jerry Knode of the History and Museum Board reported that the Jazz Ensemble at the WWII Event did a great job and thanked both them and Ms. Susie Kunkle for all their hard work.. He also reminded the Mayor & Council that the next Museum Board Meeting would be held on Monday, October 19, 2009 at 7:00 p.m. He also invited everyone to attend the Ghost Walk through the Town of Williamsport which will be held on October 25, 2009 from 6:30 to 8:30 p.m. they will be departing from the Springfield Barn. Mr. Kim Barnes from the WWII Committee reported that they had a great turnout for the WWII Weekend. He also stated that he estimated that the Committee had made approximately \$950.00 from the USO Dance and \$80.00 from the Movie Night held during WWII Weekend. It was a great event and very overwhelming.

Town Attorney, Ed Kuczynski stated that the Board of Zoning Appeals will hold a hearing scheduled for later on this month.

Mayor James G. McCleaf II reported that the Land Use Committee would be meeting Monday, October 19, 2009 at 6:00p.m at the Williamsport Town Hall.

### **Council Reports**

Councilwoman T. Knode reported that a Code Enforcement Meeting was held on October 5, 2009 and a majority of different topics were discussed. The next meeting of the Code Enforcement Committee is scheduled for Monday, November 2, 2009 at 5:30 p.m. at the Town Hall of Williamsport. She also reported that the Department of Natural Resources will be planting 35 trees on Saturday, October 17, 2009. Volunteers will be meeting at Pavilion 1 in Byron Memorial Park at 8:00a.m.- all are welcome to attend. She also reported that on October 20, 2009 she will be meeting with Ms. Janet Palmer of Williamsport Elementary School to try to organize a Student Town Council for the Town of Williamsport. She stated that luminaries for Breast Cancer Awareness will be displayed in Byron Memorial Park on October 23, 2009. Councilwoman T. Knode is seeking volunteers to meet at Pavilion 1 at 5:30 p.m. to light the luminaries if anyone is interested. She stated that pinks ribbons would also be placed in the park and that Cumberland Valley Breast Cancer would be hosting a Relay for Life on Saturday, October 24, 2009.

Councilman Kalbfleisch reported that the electric poles in the downtown area have been removed due to the electrical upgrades done in the Town of Williamsport. He also reported that the Town of

Williamsport and Allegheny Energy have amended their current energy contract to extend the current contract for a period of 24 months. This agreement with Allegheny Energy will save the residents of the Town of Williamsport approximately 10% off of their electric bill beginning June 1, 2011.

Councilman Jones reported that Jay Grimes's Father is very ill and asked everyone to please send a card.

Assistant Mayor Drury reminded the Mayor & Council that the next Merchant's Meeting would be held on October 20, 2009 at 6:00p.m. at the Town Hall of Williamsport. He also reported that the Trick or Treat Night is scheduled for October 30, 2009 from 6:00p.m. to 8:00p.m.

Councilman Fraker reported that he is still seeking contractors and cost of the needed repairs to the Baby Pool. He also stated that some of the Lifeguard chairs were in need of repairs. The next scheduled Pool Committee Meeting is November 11, 2009 at 6:00p.m. at the Town Hall of Williamsport.

Councilwoman J. Knode reported that the Springfield Barn looks great and she thanked Junior Brown for building the bar in the Barn. She also thanked all the Town Employees they are great to work with. She stated that low voltage lights had been placed around the bar. They also placed a concrete walkway in front of the Barn to assist the handicapped and make it ADA accessible. She also said that the sprinkler system and the fire alarm system had been installed in the Springfield Barn and the Town Employees are constructing a new bathroom facility which will include showers near the Barn and Tennant House.

She also reported that the WWII event went great and everyone had a great time. After the 1<sup>st</sup> of the year she would like to organize a Committee to discuss how the Town would use the Barn. She reported that the outside of the Boy Scout Building was recently painted by the United Way Caring and the back porch of the Library has been completed and the emergency latch on the rear entrance doors to the Library has been repaired.

### **Mayors Report**

Mayor James G. McCleaf II reported on the WWII Weekend and how all veterans present were "heroes". He also thought the Veterans Ceremony was very inspirational and emotional.

Mayor James G. McCleaf II reported that the Audit for Fiscal Year 2009 with Draper and McGinley P.A. was completed.

Mayor James G. McCleaf II reported that since the State Highway User Fees had been reduced by \$100,000.00 and that the Council would need to reduce the Fiscal Year 2010 Budget by the same. The Mayor stated that he has 3 proposals to make the necessary reductions and will present them to the Council at the upcoming Workshop to be held on November 2, 2009.

### **Unfinished Business**

Mayor James G. McCleaf II reviewed with the Council the proposed water rate increase of 4.4% by the City of Hagerstown. This rate increase will take effect on November 1, 2009. Mayor McCleaf recommended a 5% increase for the Town of Williamsport. Discussion was held on the increase and the impact it would have on the residents of the Town of Williamsport. A motion was made by Assistant Mayor Drury to introduce the proposed rate increase, seconded by Councilman Fraker, with all voting in favor, motion carried.

Mayor James G. McCleaf II reviewed with the Council the Financial Statements and Reports of the independent Certified Public Accountants from Draper & McGinley, P.A. from Frederick, MD. These statements reflect the year ended June 30, 2009 for the Town of Williamsport. The Mayor asked the Council if anyone had anymore questions concerning this years Financial Audit. A motion was made by Councilman Jones, seconded by Councilwoman T. Knode, to accept the financial audit submitted by Draper & McGinley, P.A. for fiscal year June 30, 2009 with all voting in favor, motion carried.

### **New Business**

Mayor James G. McCleaf II informed the Council that the Town of Williamsport advertised for snow removal/mowing bids that had to be submitted no later than October 12, 2009 at 4:30 p.m. to the Town Hall of Williamsport, 2 N. Conococheague St., Williamsport, MD. All bids are to be submitted in a sealed envelope labeled Snow Removal Bid, Mowing Bid or both Snow Removal/Mowing Bid. Bids shall be based on the hourly rental rate of equipment including an operator and fuel. Mayor James G. McCleaf II handed out to the Council Members the sealed bids that had been submitted. Each Councilmember open a sealed bid and then read each bid out loud. The following bids were submitted:

Quality Lawn Service	\$ 875.00 per cut	(mowing only)
Advantage Landscape:	\$1,009.00 per cut	(mowing only) also includes 40 yards mulch free
Advantage Landscape :	\$69.00/per hour	1 ton truck + driver (snow removal)
	\$75.50/per hour	single axle dump w/plow
	\$78.00/per hour	single axle dump + spreader
	\$95.00/per hour	backhoes and loaders
	\$72.50/per hour	large dump for hauling snow

Spreadsheets will be presented to the Council at the next Workshop.

Mayor James G. McCleaf II informed the Council that the Alsatia Mummer's Parade Inc. had sent the Mayor and Council an invitation to participate in the 85th Annual Alsatia Mummies Parade to be held on October 31, 2009 at 6:00p.m.

Mayor James G. McCleaf II informed the Council that Washington County has openings on various Boards and Committee's if any Councilmember may be interested.

Mayor James G. McCleaf II reported that he would like to see the Town of Williamsport go "green" in the office area. He asked if the Council would be all right with some of the papers given to them on a monthly basis were to be emailed to them. The Council was all in agreement.

Councilwoman T. Knode inquired about the emergency siren located on the roof of Town Hall. She asked if this siren could be relocated or only used in weather related emergencies. Mayor McCleaf stated that he is meeting with the Williamsport Volunteer Fire Company on Monday, October 19, 2009 and he will discuss this matter with them to see if they can come up with a resolution to this matter. Councilman Jones suggested that the Town of Williamsport check with other Municipalities to see if they have encountered this problem and how they handled it.

### **Citizen Participation**

Mr. Ken Lafferty, town resident, reported that on the monthly Sheriffs report according to the agreement signed with the Washington County Sheriffs Department a report listing the number of hours that the Deputies patrol the Town of Williamsport are not being submitted on a monthly basis. This is in violation of the agreement.

Town resident, Bobbi Cole also the Chairperson for the Williamsport Days Committee, questioned the Mayor if the request she made at a previous meeting , for the Town of Williamsport to take over Williamsport Days, had been addressed by the Mayor and Council. She was informed that he would be taking this matter up with the Council at a future meeting.

Town residents, Jim Jewells and Donald Bryan, presented the Mayor and Council with 4 picture collages from the birthday celebration for Ida Grimes, oldest Williamsport Resident. They also thanked Ms. Bobbi Cole, Ms Susie Kunkle, Mr. Nelson Deal, and the Community Band for their help with organizing the birthday celebration.

A motion was made by Councilman Kalbfleisch to adjourn the meeting, seconded by Councilwoman T. Knode, with all voting in favor, motion carried.

Respectively submitted,

Donnie Stotelmyer  
Town Clerk  
Town of Williamsport